



PURCHASING DEPARTMENT CODE OF ETHICS

The following rules of professional conduct shall govern the behavior of purchasing personnel in the fulfillment of their duties:

- Personal aggrandizement is dishonest and a misuse of public trust;
- Eliminate all conflicts of interest;
- Conduct ourselves in a manner that maintains personal honor and professional integrity;
- Maintain a level of transparency by communicating all of our operations and actions;
- Attend technical and professional training to maintain government compliance with all federal, state, and local statutes, rules, and regulations;
- Eliminate tasks or process that create a lack of fairness or displays impartiality; and
- The acceptance of gifts or making personal purchases based on business relationships is considered dishonest and a misuse of our professional position.

B. F. Smith 5.24.10
Billie F. Smith, Purchasing Manager Date

Winston Duke 5-24-10
Winston Duke, Finance Director Date